



KVOA COMMUNICATIONS, INC.
P.O. Box 5188, Tucson, Arizona 85703-0188
Studios at 209 W. Elm, 85705-6538
Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

For Internal Station Use
This Form Should Be Used to Create a Job Vacancy Folder
For Each Vacancy at the Station(s)
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

1. Job Title: Traffic Assistant
2. Station: KVOA
3. Date Position Opened: 3/8/12
4. Date Position Filled: 3/28/12
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, emails or other communications announcing this vacancy attached hereto?

Yes []

No []

II. Interviews

1. List of people interviewed for this position:

Name	Date	Recruitment Source
<u>Mike Gallun</u>	<u>3/22/12</u>	<u>kvoa.com</u>

2. Total number of people interviewed for this position: 1

3. Total number of applicants for this job: 2

III. Hiree

Person ultimately hired for this position:

Name: Mike Gallion

Recruitment Source: KVOA-um

Approval:

General Manager: Bob R Date: 3/29/12



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Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: 1/24/12
Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☒ No ☐

Name of Third Party: _____
Date Sent: 1/24/12
Attach proof of sending to third party.
Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☒ No ☐

Date Sent: 1/24/12
Attach a copy of the current list of such organizations.
Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☒ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

a) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

b) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

c) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

d) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

e) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

f) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

g) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

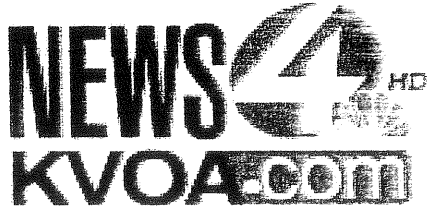
Email:

How was notification given to this source?

March 26, 2012

Please refer to the original Traffic Assistant hiring folder (Elisa Francis) for posting details. Position originally posted on 1/24/12.

Gabriella
Payroll Clerk



KVOA COMMUNICATIONS, INC.

JOB OPENING

TRAFFIC ASSISTANT

KVOA-TV, the NBC affiliate in TUCSON, AZ is currently accepting resumes for a Traffic Assistant position.

Serious applicants must have at least 1-2 years experience in the Traffic Department. Applicants must be able to type 45 wpm, skilled in 10-key. OSI, Medialine, Matrix and OneDomain knowledge a plus, proficient in Microsoft Office products, possess basic math and good communication skills. Must be organized, customer service oriented and solution oriented.

This position is responsible for, but not limited to, commercial continuity, checking in commercials/paid programs, order entry, editing daily logs, massaging inventory, some switchboard operation (for receptionist backup), and other clerical duties as assigned.

Email or send resume and cover letter to:

Dottie Diaz
KVOA Communications, Inc.
P.O. Box 5188
Tucson, AZ 85703

ddiaz@kvoa.com, or fax 520-884-4691.

NO PHONE CALLS PLEASE.
KVOA IS AN EQUAL OPPORTUNITY EMPLOYER.
PRE-EMPLOYMENT DRUG TESTING IS REQUIRED.
MOTOR VEHICLE RECORD REQUIRED.